

**TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS
STATE AGENCY – JOB VACANCY NOTICE**

JOB LISTING NO: 18-08
SALARY: 38,000 – 45,000 (Group A15)
POSITION TITLE: LEGAL SECRETARY III
LOCATION: TBVME Headquarters, Austin TX

CLOSING DATE: Until Filled
DURATION: Regular Full-time
CLASS NO.: 3567
NUMBER OF OPENINGS: 1

GENERAL DESCRIPTION

Works within the legal division and performs complex (journey-level) legal secretarial work as directed by the General Counsel. Work involves providing legal and administrative support and maintaining communication with clients, attorneys, agencies, and the general public. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Organizes, indexes, and files legal and administrative documents.

Maintains filing, record-keeping, and records management systems, including database entry and management.

Reviews and processes mail for legal staff and schedules, maintains, and updates appointment calendars detailing events.

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.

Answers the phone, providing general information, taking messages, or routing calls as appropriate.

Coordinates travel arrangements for legal staff and prepares or processes related paperwork and files.

Prepares, proofreads, and edits legal and administrative documents.

Coordinates, assembles, and prepares evidence, exhibits, affidavits, and documents for use in legal proceedings.

Prepares, reviews, and edits pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents.

Arranges interviews, depositions, and court appearances.

Checks citations, quotations, footnotes, and references for accuracy.

Maintains record-keeping and filing systems.

Organizes trial and hearing materials.

Prepares responses to open records requests and legislation inquiries.

May prepare statistical and administrative reports.

Assists in the development of administrative or technical assistance policies and procedures.

May research, compose, design, or edit agency publications such as brochures, forms, and manuals.

May train others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in legal secretarial work or administrative support work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of legal practices and terminology; and of spelling, punctuation, sentence structure, and grammar.

Knowledge of office practices and administrative procedures.

Skill in use of computer and office equipment, software, and reference materials.

Ability to prepare legal correspondence and documents; to implement administrative procedures; to maintain files and records; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to train others.

APPLICATION PROCESS:

TO APPLY

All applications for employment with the Texas Board of Veterinary Medical Examiners must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered.

Your application for this position may subject you to a criminal background check pursuant to the Texas Government Code.

WIT JOB MATCH: Occupational Category: Office and Administrative Support; Occupation: Legal Secretaries; Industry: Public Administration. Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf.